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11 JUL 1967

MEMORANDUM FOR: Executive Officer

SUBJECT : Annual Report - Fiscal Year 1967

The following activities are reported for Fiscal Year 1967 for the Special Activities Staff:

A. CORRECTIVE ACTIONS PROCESSED

(1) During the year 43 employees were placed on probation for a variety of reasons involving performance and/or conduct. In all such cases, warnings or reprimands of some description were issued and in 31 cases, as delineated below, Step Increases were withheld. In assisting offices in placing employees on probation, this Staff reviews each case carefully, advises the office concerned of applicable policies and procedures, and takes the necessary formal action relating to a particular case.

(2) At some time during the year the Step Increases of 31 employees were withheld under the "acceptable level of performance" standard. At the end of the year these cases had been disposed of as follows:

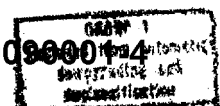
- 13 - still withheld
- 9 - granted on a deferred basis after improvement
- 8 - employees resigned or retired
- 1 - employee changed to lower grade

(3) Eighteen (18) suspensions for security infractions were processed upon recommendation of the employing offices. In addition, there was one suspension for other than security reasons. This was four less than the total number for the preceding year.

(4) There was another substantial increase in the number of change to lower grade cases over the preceding year. Our records show that 146 such cases were processed, 138 of them not involving salary retention and 8 involving salary retention. This is 49 more than the number of such cases for 1966.

(5) During Fiscal Year 1967 thirty-two (32) requests for Fitness for Duty examinations were reviewed and forwarded to the Office of Medical Services, compared with 35 such requests for the preceding year. Most of these cases require some sort of administrative action following receipt of the medical report.

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(6) Sixteen (16) Notices of Levy involving delinquent Federal income taxes were handled during Fiscal Year 1967. This is four more than in 1966. In addition, there were six (6) delinquent State tax cases involving Agency employees and four (4) inquiries regarding delinquent State taxes of former Agency employees. In line with Federal Government policy applicable to such cases, this office co-operates with State tax bodies in these matters, and assists them when delinquent employees do not take prompt action to eliminate these delinquencies.

B. INVOLUNTARY SEPARATIONS PROCESSED

(1) Statistical Summary

	Failed to Qualify First Year	Other Invol. Separations	Total
Terminated by DCI	0	0	0
Resigned in Lieu	51	91	142
Retired in Lieu	0	15	15
Total	51	106	157

(2) An additional 52 cases referred by the Office of Security as security disqualifications were resolved by resignation.

C. APPLICANT REVIEW PANEL

(1) During Fiscal Year 1967 the Applicant Review Panel met on an average of twice a week and reviewed a total of 610 cases. Two hundred and forty-six (246) individuals were recommended for approval, 304 cases were rejected or withdrawn, and as of the end of the Fiscal Year 60 cases were deferred for further medical or security review. This is an increase of 203 cases over the preceding year.

(2) As a closely-related activity, the Staff reviewed "white envelope" information submitted by 852 applicants. As a result of this review, processing was discontinued in 55 cases.

D. OVERSEAS CANDIDATE REVIEW PANEL

(1) The Overseas Candidate Review Panel screened a total of [redacted] overseas assignment candidates during the period as compared with [redacted] cases for the preceding year. Of the cases actually discussed by the Panel, [redacted] persons were considered to be of questionable suitability for overseas assignment. Upon further evaluation of the

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(2) The Overseas Candidate Review Panel conducted 15 "post mortems" involving employees who returned to Headquarters prior to the completion of their overseas tours. The Panel has five (5) additional cases in the process of review. The 20 cases selected for review were from a total of [REDACTED] of employees returning from the field short of tour completion for all reasons. A continuing problem in this area involves our getting sufficient information on such cases to base a determination as to whether or not a formal post mortem review would be useful.

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E. CIA PERSONNEL EVALUATION BOARD

The CIA Personnel Evaluation Board met 6 times during the Fiscal Year and discussed 7 cases. Personnel Evaluation Board action led to the resignation of 1 employee, the reassignment of 1, disability retirement of 2, with final action pending in 3 cases.

F. CONVERSION TO CAREER EMPLOYEE STATUS

(1) The Staff reviewed over [REDACTED] files of employees who became eligible for conversion to Career Employee status during the year. In addition to reviewing the employee files, "Eyes Only" information concerning any of these candidates was also carefully reviewed and in selected cases summarized for the Head of the appropriate Career Service.

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(2) As a result of the Staff's reviews and recommendations, [REDACTED] employees were converted from Career Provisional status to Career Employee status. Heads of Career Services deferred action pending further evaluation in the case of thirteen (13) otherwise eligible employees.

(3) Heads of Career Services, in general, have been prompt in returning to this office their requests to convert the status of employees from Career Provisional to Career Employee following their

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receipt of our lists of eligible candidates and supporting documentation. The exception continues to be the Clandestine Services, which currently has a backlog of [REDACTED] cases of eligible employees on whom no recommendation has been received by this office.

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[REDACTED]

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Chief, Special Activities Staff  
Office of Personnel

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